

12 November 1976

MEMORANDUM FOR: Deputy Director for Administration  
FROM : F. W. M. Janney  
Director of Personnel  
SUBJECT : Office of Personnel Report --  
Week Ending 12 November 1976

1. Retirement Seminar: Attendance per session is running at 200-plus participants.

2. Voluntary Investment Plan: The value of the total investment in the VIP has now surpassed \$9 million. The Growth Fund amounts to \$5,183,571 and the Income Fund, \$4,095,433.

3. Summer Only Notice: The Summer Only Headquarters Notice was distributed on 29 October. As of 11 November, 218 applications had been mailed out upon request.

4. Personnel Development Program: The Agency FY 1977 PDP report has been completed and forwarded to the Deputy Director of Central Intelligence.

5. Morale Survey: The forms for the morale survey have been sent to the printer and the mailing list (senior supervisors only) is being developed.

6. Rehired Annuitant: The following rehired annuitant case was approved for the Directorate of Administration:

25X1A [redacted] - Independent Contractor,  
Office of Training, Memorandum of Oral Agreement  
for One-Time Use 8-19 November 1976.

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8. Christmas Activities: The Annual Employee Bulletin concerning Christmas activities has been prepared for approval and publication.

9. EAA Store: The EAA Store has received its shipment of shelled pecans and will put them on sale today, Friday, 12 November. Price is \$2.86 per pound, with a limit of four pounds per customer. A portion of the shipment is being reserved for employees in the other buildings.

Coming Events:

25X1A

1. Recruiter [ ] reports that he will take part in a Minority Career Day at the University of Texas at Austin on 18 and 19 November. This effort proved productive last year for Mr. [ ] and he reports that an even larger turnout is expected this year.

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2. We expect to complete redrafting of Agency Notice on Performance Evaluation/Fitness Reports.

3. We will continue our drafting of the Annual Personnel Plan Consolidated Report formats.

F. W. M. Janney

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